

**Town of Webster
Office of Select Board
945 Battle Street/Rte. 127
Webster, NH 03303**

Select Board Meeting – April 22, 2015 – Work Session

Select Board present: Chairman Bruce Johnson, Selectman Michael Borek and Selectman Roger Becker.

5:02 pm Chairman Johnson opened the meeting. He advised that the purpose of this meeting was to discuss the position of the Administrative Assistant position.

5:03 pm Chairman Johnson made a motion to go into non-public session pursuant to RSA 91-A:3 II (b), the hiring of any person as a public employee; seconded by Selectman Borek. Roll call: Chairman Johnson – yes; Selectman Borek – yes and Selectman Becker – yes.

5:59 Chairman Johnson reconvened the meeting. He advised that the Board is still working on the Administrative Assistant replacement and that the Board voted to seal the minutes. The Board plans to meet tomorrow afternoon with a candidate to discuss a conditional offer of employment and decide where to go from there. There are two items to address tonight: review of the conditional offer of employment letter and the health insurance in the Personnel Policy.

Chairman Johnson presented drafts for letters to be sent to the applicants, those that were interviewed and the search committee to thank everyone. Selectman Becker recommended that these letters not be sent until after a decision on the AA replacement is made. He advised that the Board had a person in mind, with an annual salary suggested by the Board. Discussion ensued. Chairman Johnson will sign all the thank you letters on behalf of the Board.

Chairman Johnson noted that the new-hire will need a background check and have the references checked, which he will do when appropriate. Selectman Borek recommended verification by the applicant of the education as listed in the application such as a copy of a diploma. Chairman Johnson will make the calls for references and Chief Robert Dupuis will do the background check at no cost to the applicant.

After the Board discussed an amendment to the Personnel Policy; Selectman Becker made a motion to amend the Personnel Policy to read that all new full-time employees going forward from today's date will be offered either a single person policy, 2 person policy or a family policy with the Town paying 85% and the employee paying 15%; adding that all current full-time employees will continue receiving their health insurance with the Town contributing 100% for a single or 2 person plan and the family plan at 85%; seconded by Selectman Borek and approved.

Chairman Johnson advised that the regular Select Board Meeting on April 27th will start at 6:30 pm and end at 8:30 pm as he has to leave and Selectman Borek will not be in attendance.

Mrs. Jones called the candidate to request a second interview at the work session tomorrow night.

6:15 pm Selectman Becker made a motion to adjourn; seconded by Selectman Borek and approved.

Bruce G. Johnson
SB/jj

Michael P. Borek

Roger A. Becker